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|-----------------------------|------------------------------------|------------------------------|------------------------------|
| <b>Job Title:</b>           | County Court Bailiff/Peace Officer | <b>Immediate Supervisor:</b> | County Judge                 |
| <b>Department/Group:</b>    | County Judge                       | <b>Position Type:</b>        | Full Time – 40 hours weekly  |
| <b>Annual Salary Range:</b> | Up to \$41,547 plus certification  | <b>Date posted:</b>          | December 10, 2018            |
| <b>Payroll Contact:</b>     | Jennifer Jackson                   | <b>Posting Expires:</b>      | December 21, 2018 at 10 a.m. |

**Lamar County is an Equal Opportunity Employer**

Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor's Office at 903-737-2486 to request assistance.

Applications can be picked up at the Auditor's Office or on the website <http://www.co.lamar.tx.us>

**FAX OR E-MAIL:**

903-737-2451 or [auditor@co.lamar.tx.us](mailto:auditor@co.lamar.tx.us)

Subject Line:

**Attention:** County Court Bailiff

**MAIL:**

Lamar County Auditor's Office

Attn: Jennifer

119 N Main Room B05

Paris, TX 75460

**Job Description**

**Summary**

The purpose of this position is to provide security for the County Court. This is accomplished by ensuring the safety of judges, attorneys and all parties present in the courtroom for hearings, trials and docket calls.

**ESSENTIAL JOB FUNCTIONS:**

- Provides court security by observing people in the courtroom & Courthouse.
- Assist with Courthouse Security.
- Conducts arrests of suspects who have outstanding arrest warrants.
- Presides over the jury and ensures they are properly seated in the courtroom.
- Retrieves daily mail and court files from the District Court and County Clerks; copies judgments and pleas for the jail docket and provides copies to the transport deputies; interacts with attorneys and public regarding court dockets.
- Coordinates with detention center regarding prisoners.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

This position has no supervisory or budget responsibilities.



**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable state rules, and County policies and procedures.
- Skills in explaining court procedures and policies in a clear, concise and comprehensive manner to the public.
- Ability to evaluate situations based on training and experience and make good independent decisions based on practices, rules and procedures.
- Ability to establish and maintain cooperative working relationships with attorneys, law enforcement agencies, jurors and co-workers.
- Ability to maintain confidentiality regarding court cases.
- Self-disciplined and self-motivated to work alone and with others.
- Ability to operate standard office equipment and the file management system.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent.
- Basic Peace Officer's Certification through the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
- Valid Texas Driver's License

**CONDITIONS OF EMPLOYMENT:**

- Must successfully complete a pre-employment drug screen.
- Must successfully complete a background investigation.

**WORKING CONDITIONS:**

Position is located in a courtroom with little exposure to environmental conditions. Exposure could be from people asserting aggression during court proceedings. Health and safety hazards are minimal. Protective equipment includes, but is not limited to, firearm, hand cuffs, pepper spray and police radio. Fine dexterity, sitting, standing, reaching, foot controls, balancing, bending, twisting and vision are constantly required. Frequent talking and walking are required. Occasionally, lifting and carrying are required.